

The Certificate of College Teaching Preparation Program Offered by the Graduate Teaching Center

What is the Certificate in College Teaching Preparation program?

The Certificate of College Teaching Preparation (CTP) is an opportunity for Yale Graduate Students to complete a comprehensive training program in effective college teaching. The certificate is not a summative evaluation of your teaching; rather, it provides a record of your participation in teaching activities and your reflections on those experiences. Drawing upon programs offered by the GTC and our course support partners across campus, graduate students can use the CTP guidelines to organize their efforts to become effective classroom teachers and to receive recognition for those efforts. We believe that graduate students who complete the certificate program will a) be better able to teach undergraduates at Yale and beyond, b) be more attractive candidates for colleges and universities who are recruiting skillful teachers, c) have used their time as graduate students and the teaching support resources at Yale in an advantageous and efficient way.

Who is eligible?

The CTP program supports teaching fellows throughout their years at Yale, and is primarily designed for people who are just starting their teaching or who have recently completed a Fundamental of Teaching course. However, graduate students who have already completed their teaching and who have never completed a Fundamentals course are still eligible for the program, though they will be responsible for finding ways to complete the requirements.

What does the CTP entail?

Registration

By registering, participants indicate their intention to participate in the program. Registration enables us to send you important announcements about upcoming workshops and sessions that fulfill program requirements and to remind you of important deadlines. Participants can register at the GTC web site: www.yale.edu/teach.

Program Requirements

The CTP program contains 6 components. These requirements do not need to be completed in order, though all elements must be completed and documented prior to application for the certificate.

1. Teaching at Yale

- List course titles, term/year, type of appointment (TF#, PTAI, etc.)

2. Observing Others Teaching (2 Occasions)

Reflective observation of others' teaching has many benefits. Not only does it expand the repertoire of the observer, but it also gives him/her practice in taking a critical perspective on teaching and articulating observations of teaching practices and their effects on student learning.

- Provide documentation for two occasions of observing another teacher and reflecting on their pedagogy.
- Observations may be a *peer observation

3. Being Observed While Teaching (2 Occasions)

At the GTC, we have a long history of observing teachers. In our experience, teachers benefit enormously from being observed. This process helps teachers in their ability to understand themselves as teachers and to make productive changes to the way they present material, lead discussion, and interact with students.

- Provide documentation for two occasions of being observed
- Observations may be a GTC consultation, a faculty visit, or a *peer observation

** Peer Observation -- Participants in the certificate program who opt for a peer observation will be required to attend an observation training session, during which they will be instructed in the consultation process-- framing, observation, reflection -- as well as techniques for effective observation and for writing an observation report which will serve as documentation for requirements 2 and 3.*

4. Training and Development: list date and facilitator for each

- **Fundamentals of Teaching Course:** Participants must complete and receive a transcript notation for one (1) Fundamentals of Teaching course. Most Fundamentals courses are offered at the beginning of the fall semester. Some are offered through departments, such as History, Political Science and History of Art; and some are more general, such as Teaching Science, Quantitative Reasoning, and Teaching Texts. A few Fundamentals Courses are offered each spring. Watch Teaching Notes or visit the GTC website for listing of courses each semester.
- **Advanced Teaching Workshops:** Participants must complete eight (8) advanced pedagogy workshops, which may include workshops offered in the Advanced Teaching Series (spring semester), the Spring Teaching Forum, or workshops offered by other office at Yale (for example, CLS, Writing Center, CLC, OISS, ODEO, YUAG, Yale College, and academic departments) The GTC will provide a list of workshops that fulfill this requirement.

- Special Topics: Of the eight Advanced Workshop, programs must include one session on teaching diversity and one session on instructional technology.

5. A Teaching Portfolio

The Teaching Portfolio requires graduate students to document the sum of their college teaching experience and articulate the unique philosophy of teaching that they have acquired from it. It also allows graduate students to articulate their teaching experience and ability for presentation to prospective academic employers. The format we have chosen is consistent with portfolios that are increasingly part of an application for an academic position.

(Includes the following documents)

- Teaching philosophy statement
- An annotated assemblage of the following materials:*
- Sample course materials (e.g., policy sheet, syllabus used, test questions, handouts, rubrics, review materials, in-class activities, lesson plans)
 - Two newly developed syllabi (one introductory level and one advanced level course in your discipline)
 - Student evaluations
 - Letters of support or consultation reports from observers who may be faculty or students (optional)

6. Exit/completion interview

Prior to receiving the certificate, program participants will meet with someone from the GTC to review documentation and discuss the teaching portfolio.

- Submit documentation for requirements 1-5
- Provide a brief reflective narrative describing experiences in each program category
- Submit a feedback form regarding the CTP Program

If you have questions about the CTP Program, please contact Bill Rando william.rando@yale.edu or Jenny Frederick jennifer.frederick@yale.edu at the Graduate Teaching Center.